

Renewal Instructions

Renewal of your license/certificate will begin in January 2013 and end on March 31, 2013. All credentials (licenses) expire/lapse on March 31, 2013 if not renewed! Those who work on a LAPSED license will be disciplined!

Renewal fee is \$150.00 -- \$130 for renewal and \$20 for Impaired Practitioners Fund, 201 KAR 22:135 2(3).

Before you renew your PT or PTA credential you shall:

- ✓ Complete Continued Competency Credit earned between April 1, 2011 through March 31, 2013
 1. PT – 30 hours
 2. PTA – 20 hours
- ✓ Complete the MANDATORY Open Book Jurisprudence Exam (JE) for this biennium. Take it online at <http://pt.ky.gov>
- ✓ If your HIV/AIDS course is due for 2013, mail, email or fax a copy of the certificate to the board office upon completion. HIV/AIDS course requirement is 2 contact hours and only courses approved by the Kentucky Cabinet for Health and Family Services (CHFS) are accepted.

Ways to renew:

1. Online – Preferable Method - Available at <http://pt.ky.gov> on January 2, 2013.
 - ❖ Online renewal is easy and fast.
 - ❖ Pay by major credit cards or debit card, or electronic check.
 - ❖ Print your receipt immediately.
2. Download a hard copy of the renewal form, complete and mail to the Board office with fee.

If you aren't renewing your Kentucky license, email or FAX the Board office at (502) 429-7142 and let us know.

Note: If you have not completed the continued competency requirements, the following exemptions may apply in **201 KAR 22:045 Section 2:**

5) Exemption and extension.

(a) A licensee shall be granted a temporary hardship extension for an extension of time, not to exceed one (1) renewal cycle, if the licensee:

- 1. Files a completed Exemption or Extension for Completion of Continued Competency Form, including a plan describing how the required credits will be met; and*
- 2. Submits documentation showing evidence of undue hardship by reason of the licensee's:*
 - a. Age;*
 - b. Disability;*
 - c. Medical condition;*
 - d. Financial condition; or*
 - e. Other clearly mitigating circumstance.*

(b) A licensee shall be granted a temporary nonhardship extension of time if the licensee cannot show undue hardship and if the licensee:

- 1. Files a completed Exemption or Extension for Completion of Continued Competency Form, including a plan describing how the required credits will be met, by March 31 of the odd-numbered year in the renewal cycle for which the extension is sought;*
- 2. Pays a fee of \$250;*
- 3. Has not received a temporary nonhardship extension of time in the prior renewal cycle; and*
- 4. Files proof of compliance with the continued competency requirements by the following July 1.*

(c) A licensee on active military duty shall be granted an exemption from continued competency requirements as established in KRS 12.355.

(Exemption form is located at <http://pt.ky.gov> under Continued Competency.)